



THE INDIANAPOLIS PUBLIC LIBRARY

REQUEST FOR PROPOSALS FOR LAWN AND LANDSCAPING SERVICES

ADDENDUM 1

Addendum Issue Date: August 21, 2026

RFQ Issue Date: August 3, 2026

Contact: Kevin Thomas
PurchasingRFP@indypl.org

This Addendum, issued prior to submission of a Proposal, alters, amends, corrects, or clarifies the RFP documents to the extent stated herein and does thereby become a part of the RFP and the subsequent Contract Documents.

This addendum contains the pre-proposal conference notes, reviewing the Request for Proposal. It also contains written answers to questions asked in the pre-proposal conference, along with the sign-in sheet.

The submission deadline has been changed to **Tuesday, September 8 at 2:00pm EDT.**

Attachments:

Pre-Proposal Conference Notes with sign-in sheet

End Addendum 1

Pre-Proposal Conference Notes

Date: August 17, 2026
Time: 3:00 PM EDT
Attendees: See list after notes
Prepared by: Adam Parsons - IndyPL
Regarding: RFP – Lawn and Landscaping Services

1. INTRODUCTIONS

IndyPL Staff

Adam Parsons – Chief Operational Services Officer
Kevin Thomas – Manager, Buildings & Grounds
James Konja – Technical Assistant
Gwen Simmons – Manager, Procurement and Supplier Development
Fiona Duke – Manager, Southport Branch

2. SIGN-IN SHEET

For in-person meetings:

Attendees were requested to write their name, title, and company on the paper sign-in sheet at the meeting.

For online meetings:

Attendees were requested to put their name, title, and company into the Teams meeting chat as a sign-in sheet.

3. PROJECT INFORMATION

This pre-proposal conference is to review the RFP for lawn and landscaping services for IndyPL.

Highlights:

- A. Term of contract: three-year initial term, with three additional one-year terms if IndyPL and vendor are in agreement.
- B. XBE Utilization Goals
- C. Partnerships: IndyPL will consider partnerships. The intent is to contract with a single vendor.

4. ADDENDA

- A. The first addendum will be issued to document the Pre-Proposal meeting, including answers to any questions asked during the meeting.
- B. The second addendum will be issued to answer any questions submitted to the PurchasingRFP@indypl.org email address by the deadline.

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5. QUESTIONS PRIOR TO PROPOSAL

- A. Questions and requests for clarification shall be submitted in writing to PurchasingRFP@indypl.org.
- B. No questions will be accepted after 5:00 pm on August 24, 2026.

6. PROPOSAL PROCEDURES

- A. The proposal deadline has changed to 2:00 pm on September 8, 2026. This will be noted in Addendum 1.
- B. Public opening to follow at the Library Services Center, with verification of receipt of proposal.
- C. In addition to the Proposal Form and Non-Collusion Affidavit, submit:
 - 1) E-Verify Affidavit.
 - 2) MBE/WBE/VBE/DOBE Utilization Goals Plan for Construction Goods/Supplies and Services.

7. QUESTIONS

Q1: For the dark hardwood mulch, are we looking for dyed mulch, or actual dark hardwood?

A1: Mulch should be hardwood. Do not use dyed mulch.

Q2: For the locations of the containers that have annual flowers, are they at every location? Is this something that is included with this RFP?

A2: They are not at every location. Containers are included in this RFP. A list of locations with containers and approximate quantities will part of Addendum #2.

Q3: Is the replenishing of mulch during the season part of the standard price, or is this additional to the standard price?

A3: Additional mulch outside of the initial installation in the spring will be an additional fee that is billable.

Q4: If there is a discrepancy between the RFP and what is observed onsite, which one should the vendor follow in their response?

A4: Please submit what is currently on the RFP to allow for direct comparison among vendors. Please submit any discrepancies to PurchasingRFP@indypl.org so we can update the numbers via an addendum.

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Q5: For the ornamental plants receiving the pesticides, herbicides, etc., is this as needed? And is this additional cost beyond the "standard" RFP?

A5: It is as-needed and will be billed as an additional cost.

Q6: What are the payment terms?

A7: Invoices are monthly, with payment within 30 days.

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List of Attendees

Name	Title	Company
Tom Beeching		The Davey Tree Expert Co.
Christopher Gonzolez		Hittle Landscaping
Darius Norwood	CEO	Greene Thumb Landscape
Brooke Wine		Midwest Landscape Industries
Haily Fuller		Midwest Landscape Industries
Jennifer Hindsley		Midwest Landscape Industries
Jerome Hardin		JL Lawncare Services
Juan Perez		The Davey Tree Expert Co.

End of Pre-Proposal Notes.